

Provisional Fund Request (PFR)

1. Type of Request:

Establish: Create a NEW Index/FOAPAL. You must reference the correct approved eProp proposal with this request.

Amend: Adjust established PFR FOAPAL

2. Proposal #:

Unique log number assigned by SPA to record receipt of proposal

3. Proposed Start Date:

Expected date that agency will award the project

4. Are there Pre-Award Costs?:

Yes: If needed and agency allows

No: If you don't need and/or agency does not allow

5. Pre-Award Effective Date:

Earliest date that agency will allow expenditures to be incurred and work to begin. Complete only if Pre-Award costs are requested.

6. Description of/Reason for Request:

Provide additional information to SPA regarding action request

7. Prior FOAPAL String:

Fill in Banner codes **only** when requesting a tentative establishment of an Index/FOAPAL on a project. These codes were assigned to the project for the previous funding period.

8. Current Index/FOAPAL String:

Banner codes established by SPA, which are unique to this funded project to record all financial activity (amend only)

9. Principal Investigator:

Provide name of primary investigator for project

10. Agency/Sponsor:

Entity responsible for funding the project

11. Title:

Project title as submitted to the sponsoring agency, or title as it has been amended by sponsoring agency

12. 4 Month Limitation on Expenditures by Category:

New or Original Request: 4 months of proposed budget (may increase if Pre-Award costs requested)

Modifications to original or previous request (can only be for an additional 4 months): The dollar changes now requested to amend a provisional fund

Cumulative Amount: This column should reflect line item totals after modifications

13. Principal Investigator Signature:

Signed approval by Principal Investigator or his/her designee for request action

14. Authorized Dept/College Representative Signature:

Signed approval by authorized Department/College representative